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MANAGEMENT STAFF STUDY

SUBJECT: Allocation, Distribution and Control of Intelligence Materials Within the Agency.

1. PROBLEM

a. Approximately 5000 copies, representing 1500 items of intelligence data, require dissemination and control each day within the Agency. In addition, approximately 4000 copies representing 400 separate CIA-originated operational cables, require handling within the Offices of Special Operations and Policy Coordination.

b. Routing and logging these documents, which requires scanning of contents at the various stations of control and distribution are time-consuming and expensive. All recipients urge a speed-up in the document flow.

c. Recent Agency reorganization necessitates procedural changes to provide speedy and accurate dissemination to the various departments of the Agency, National Intelligence, and Research and Reports within previously established limitations of five or less copies per item.

d. Both the Office of Special Operations and the Office of Policy Coordination have expressed concern over the inability of their present staffs to keep abreast of the workload involved in handling these materials.

e. It has been generally recognized by intelligence analysts that valuable analytical time is expended in the review of quantities of tertiary materials directed to an analyst's desk in search of the "suggets" containing necessary intelligence information.

2. DISCUSSIONS

a. Means by which the problems listed above could be mitigated are:

(1) Reducing the volume of materials entering the document-flow pipeline by careful screening at the point of receipt.

(2) Simplification of present control procedures and extension of simplifications achieved for the overt offices through the total procedure to the covert offices. The Office of Collection and Dissemination has already initiated action to bring all overt offices into the system.

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b. To relieve intelligence analysts from the task of reviewing all materials directed to their attention, the Offices of Current Intelligence, Research and Reports, and Scientific Intelligence have established or contemplate establishment of reading panels within their respective Offices.

3. RECOMMENDATIONS

a. Consideration be given to establishment of an Agency-level reading panel to include representatives from all Offices receiving intelligence documents. Such reading panel members could select materials for their respective areas prior to establishment of office-level control records for the documents. The Agency reading panel would also have the advantage of working with five copies of the intelligence item rather than one or possibly two copies available at the office level.

b. The document control procedures be reviewed in relationship to the recommended reading panel cited above and Agency-wide procedures designed to minimize control activity be developed for all elements of Agency control and subsequently be installed throughout the Agency.

(Note: This is, in short, a proposal for getting better control at the source of document flow into the Agency.)

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<p>TRANSMITTAL SLIP</p> <p>SECRET 12 Feb 51</p> <p>DATE</p>		
<p>TO: Asst. Dir. for Intelligence Coordination</p>		
BUILDING	ROOM NO.	
M	2003	
<p>REMARKS:</p> <p>To be discussed at Directors staff meeting. May I have your comment by 22 February - JDA</p>		
<p>FROM: Advisor for Management</p>		
BUILDING	ROOM NO.	EXTENSION

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